



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
WASHINGTON, DC 20361

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IN REPLY REFER TO  
NAVAIRINST 4350.6  
AIR-04A3  
16 Aug 84

NAVAIR INSTRUCTION 4350.6

From: Commander, Naval Air Systems Command

Subj: CONTRACTOR MAINTENANCE SERVICES

Ref: (a) NAVMATINST 4350.10C (NOTAL)

Encl: (1) Format for Requesting CMS

1. Purpose. To set forth general guidelines and establish procedures for obtaining contractor maintenance services (CMS) through the Naval Aviation Engineering Service Unit (NAESU) for support of naval aircraft, related systems, and support equipment.

2. Background. CMS are defined as those services provided at defense locations by commercial or industrial companies using qualified technicians or skilled mechanics. CMS personnel possess specialized skills covering the installation, operation, maintenance, and repair of specific Department of Defense weapons, equipment, and systems. Included within CMS are those services required to augment military organic capability or required to support those unique systems for which it is not cost effective to establish organic capability. These services are not to be confused with engineering technical services (ETS) provided by NAESU and defined in reference (a).

3. Information. CMS for naval aviation activities are procured via a line item in the hardware procurement contract or by NAESU on a reimbursable basis. The following relationships exist between CMS and ETS type personnel provided by NAESU:

a. CMS and ETS are provided by both sole source and competitive contractors.

b. CMS and ETS support may be procured via the same contractual vehicles.

c. Sole source and competitive contractors interchange their personnel between CMS and ETS tasks.

d. CMS and ETS possess the knowledge to maintain, repair, and operate aviation systems and equipment.

e. ETS are required to provide technical information and training. They perform actual maintenance for demonstration purposes only. CMS are required to perform maintenance and are not required to provide technical information or training.

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4. Action. Addressees requiring CMS shall complete and submit the following to NAESU:

a. NAVCOMPT Form 2276, Request for Contractural Procurement;


b. NAVAIR Form 4200/32, Personal Versus Nonpersonal Services Questionnaire, as required by NAVAIR Instruction 4200.26A; and

c. CMS request in the format of enclosure (1). CMS will be procured via competitive contract. However, if the procurement must be from a prime contractor, a detail sole-source justification approved at a sufficient level to demonstrate adequate review prior to signature by the Commanding Officer, NAESU is required.

5. Forms

a. Field Activities. NAVCOMPT Form 2276 Stock No. 0104-LF-702-2761, Request for Contractural Procurement, may be obtained through normal supply channels in accordance with NAVSUP Publication 2002. NAVAIR Form 4200/32, Personal Versus Nonpersonal Services Questionnaire, may be obtained from the Naval Air Systems Command Headquarters (NAVAIRHQ AIR-04A3).

b. NAVAIRHQ. NAVCOMPT Form 2276 and NAVAIR Form 4200/32 are available in the NAVAIRHQ Forms Stock Room.

  
V. W. MOORE, JR.  
Assistant Commander for  
Logistics/Fleet Support

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FORMAT FOR REQUESTING CMS

Use regular mail for normal requirements; messages or telecopier for urgent requirements.

Subj: CONTRACTOR MAINTENANCE SERVICES (Message abbreviation - CMS REQ)

ALPHA	Billet
BRAVO	Program
CHARLIE	Company
DELTA	Starting date
ECHO	Expiration date
FOXTROT	Activity/Location
HOTEL	Equipment
INDIA	Narrative justification/task to be performed
JULLIET	Miscellaneous items not covered above
KILO	Sole surce justification (if not competitive

Enclosure (1)

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